

**KEMENTERIAN PENDIDIKAN MALAYSIA**

**Bahagian Pendidikan Swasta**

Aras 3, Blok E2, Kompleks E

Pusat Pentadbiran Kerajaan Persekutuan 62604 W.P. Putrajaya

*Tel: 03-8884 9571/9536 Fax: 03-8884 6676/6679 Website:* [*http://www.moe.gov.my/bps*](http://www.moe.gov.my/bps)

|  |
| --- |
| **PERMOHONAN PENUBUHAN TADIKA SWASTA** |

**PERINGATAN :**

* Isi borang ini dengan lengkap. Borang ini hendaklah dihantar kepada Jabatan Pendidikan Negeri bersama-sama dokumen seperti di Lampiran 1
* Permohonan yang **TIDAK** lengkap, tidak akan di proses. Gunakan kertas berasingan jika ruang yang disediakan tidak mencukupi.

Semua maklumat perlu dilengkapkan.

|  |
| --- |
| **BAHAGIAN A : MAKLUMAT PEMOHON** |

1. **Butiran Pemohon**
2. Nama pemohon seperti di dalam kad pengenalan/pasport

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. No. kad pengenalan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| lama |  |  |  |  |  |  |  |  | baharu |  |  |  |  |  |  | \_ |  |  | \_  |  |  |  |  |

 *Sertakan salinan Kad Pengenalan yang disahkan*

1. Alamat surat-menyurat

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Poskod |  |  |  |  |  |  |

1. No. telefon e) No. telefon bimbit

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | \_ |  |  |  |  |  |  |  |  |  |  |  |  | - |  |  |  |  |  |  |  |  |

1. No. telefon faksimili g) Emel

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | \_ |  |  |  |  |  |  |  |  |

|  |
| --- |
| **BAHAGIAN B : MAKLUMAT PERNIAGAAN** |

**1. Permohonan daripada pendaftaran perniagaan/syarikat / pertubuhan / persatuan / yayasan / koperasi, nyatakan butir-butir berikut**:

1. Entiti pemohon

|  |  |  |
| --- | --- | --- |
| **BIL** | **STATUS**  | **TANDA(√)** |
| 1. | Daftar Perniagaan:Tunggal |  |  |  |
| 2. | Daftar Perniagaan: Perkongsian |  |  |
| 3. | Syarikat Perkongsian Liabiliti Terhad (PLT) |  |  |
| 4. | Syarikat Sdn. Bhd. |  |  |
| 5. | Pertubuhan/Persatuan |  |  |
| 6. | Yayasan/Koperasi |  |  |

*Tandakan (****√)*** *dalam petak berkenaan*

1. Nama pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 c) Alamat berdaftar pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  Poskod |  |  |  |  |  |  |

1. Alamat surat-menyurat

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  Poskod |  |  |  |  |  |  |

1. Tarikh didaftarkan

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  (hh) |  |  (bb) |  |  (tttt) |

1. No. Pendaftaran perniagaan/syarikat/pertubuhan/persatuan/yayasan/koperasi

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

 *Sertakan salinan Sijil Pendaftaran* perniagaan/*syarikat/pertubuhan/persatuan/yayasan/koperasi*

1. Sumber kewangan institusi *(jika perniagaan/pertubuhan/persatuan/yayasan/koperasi)*

|  |  |  |
| --- | --- | --- |
| Bil. | Sumber | Amaun (RM) |
|  |  |  |
|  |  |  |
|  |  |  |

*Sertakan salinan terkini Akaun Bank/Laporan Kewangan Tahunan*

1. Pemegang Saham (Syarikat Sdn. Bhd. Dan PLT sahaja)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bil. | Nama penuh (No.K.P/Pasport) | Warganegara | Bangsa | Saham |
| Nilai (RM) | Peratus(%) |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| JUMLAH |  |  |

1. Lembaga Pengarah Syarikat

|  |  |  |  |
| --- | --- | --- | --- |
| Bil. | Nama penuh (No.K.P/Pasport) | Warganegara | Profesiondi luar syarikat |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

*Sertakan sesalinan M&A dan Borang 49 Akta Syarikat 1965*

1. Senarai Ahli Jawatankuasa (Jika pertubuhan/persatuan/yayasan/koperasi)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bil | Nama penuh(No.K.P/Pasport)Warganegara | Alamat | Jawatan di luar pertubuhan / persatuan / yayasan / koperasi  | Jawatan dalam pertubuhan / persatuan / yayasan / koperasi |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

|  |
| --- |
| **BAHAGIAN C : MAKLUMAT TADIKA YANG AKAN DITUBUHKAN** |

**1. Maklumat Tadika**

1. Cadangan nama (hendaklah bermula dengan TADIKA....)

|  |  |  |
| --- | --- | --- |
| Bil. | Nama Tadika | Penerangan dalam bahasa Melayu |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

*Penerangan dalam bahasa Melayu jika nama tadika yang dicadangkan dalam bahasa selain bahasa Melayu dan Inggeris*

1. Alamat premis

|  |
| --- |
|  |

*Sertakan peta lokasi premis tadika.*

|  |
| --- |
| **BAHAGIAN D : PENGURUSAN** |

1. **Butiran Lembaga Pengelola (LP)**

Butiran Lembaga Pengelola (Minima 3 orang)

|  |  |  |  |
| --- | --- | --- | --- |
| Bil. | Nama penuh (No. K.P/Pasport) | Warganegara | Profesion di luar LP |
| 1. | Pengerusi: |
|  |  |  |  |
|  | Ahli-ahli: |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

1. **Suratcara Pengelolaan**

Ada Tiada

|  |  |  |
| --- | --- | --- |
| Sila sertakan draf Suratcara Pengelolaan tersebut |  |  |

|  |
| --- |
| **BAHAGIAN E : PREMIS DAN KEMUDAHAN** |

1. **Maklumat Premis**

1. Lokasi Premis

|  |  |  |
| --- | --- | --- |
| Bandar  |  |  |
| Luar Bandar  |  |

*Tandakan (****√)*** *pada petak berkenaan.*

1. Jenis Premis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bangunan / Ruang Khas Tadika |  |  | Balai Raya/Dewan Orang Ramai |  |
| Bangunan Institusi Pendidikan |  |  | Rumah Kedai  |  |
| Kompleks Pejabat / Bangunan Korporat |  |  | Rumah Kediaman (Teres / semi D) |  |
| Kompleks Membeli-belah |  |  | Rumah Ibadat |  |
| Pangsapuri / Kondominium |  |  | Premis Kerajaan |  |
| Lain-lain: (Nyatakan) |

*Tandakan (****√)*** *pada petak berkenaan*

1. Pemilikan Premis

|  |  |
| --- | --- |
| Milik Sendiri  |  |
| Sewaan/Pajakan |  |

*Tanda(√) pada petak berkenaan*

*Sertakan salinan surat perjanjian jual beli*

1. Sewaan

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sewaan Sebulan | R | M |  |  |  |  |  |  |  | . | 0 | 0 |

*Sertakan Perjanjian Sewaan/Surat Perakuan Sewaan Premis/Surat Tawaran Sewaan/Surat*

*Pajakan – jika ada*

1. Luas Lantai Premis

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Luas Lantai Premis |  |  |  |  |  |  |  |  |  |  | kaki persegi  |
|  |  |  |  |  |  |  |  |  |  | meter persegi |

*Sertakan salinan pelan lantai premis*

1. Luas Tapak Premis

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Luas Tapak Premis |  |  |  |  |  |  |  |  |  |  | kaki persegi |
|  |  |  |  |  |  |  |  |  |  | meter persegi |

 *.*

 *Sertakan salinan tapak premis-jika berkenaan*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Premis digunakan bersama dengan TASKA?
 | Ya |  | Tidak |  |

*Tanda(√) pada petak berkenaan*

|  |
| --- |
| **BAHAGIAN F : RASIONAL PENUBUHAN** |

 Nyatakan sebab-sebab penubuhan tadika swasta dengan terperinci.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **BAHAGIAN G : PERAKUAN PEMOHON** |

Saya: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. Kad Pengenalan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Nama pemohon dengan huruf besar)*

Dengan sesungguhnya mengaku bahawa;

1. Pernyataan-pernyataan yang terkandung dalam borang permohonan ini dan dokumen-dokumen yang dikepilkan adalah benar sepanjang pengetahuan dan kepercayaan saya;
2. Tandatangan yang diturunkan pada borang permohonan ini adalah nama dan tulisan tangan saya yang sebenarnya;
3. Saya membuat pengakuan ini dengan penuh kepercayaan yang maklumat-maklumat yang diberi adalah benar dan menurut kandungan Akta Akuan Berkanun 1960 (disemak 1969); dan
4. Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini tidak dipertimbangkan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Tandatangan Pemohon)*

|  |  |  |
| --- | --- | --- |
| Nama | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |